

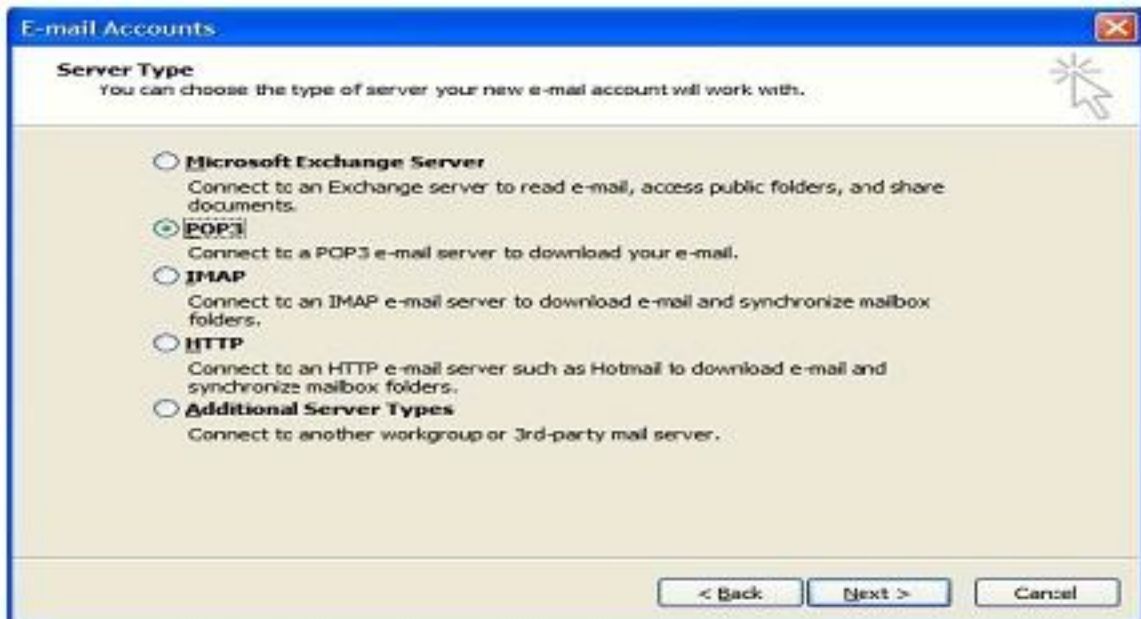
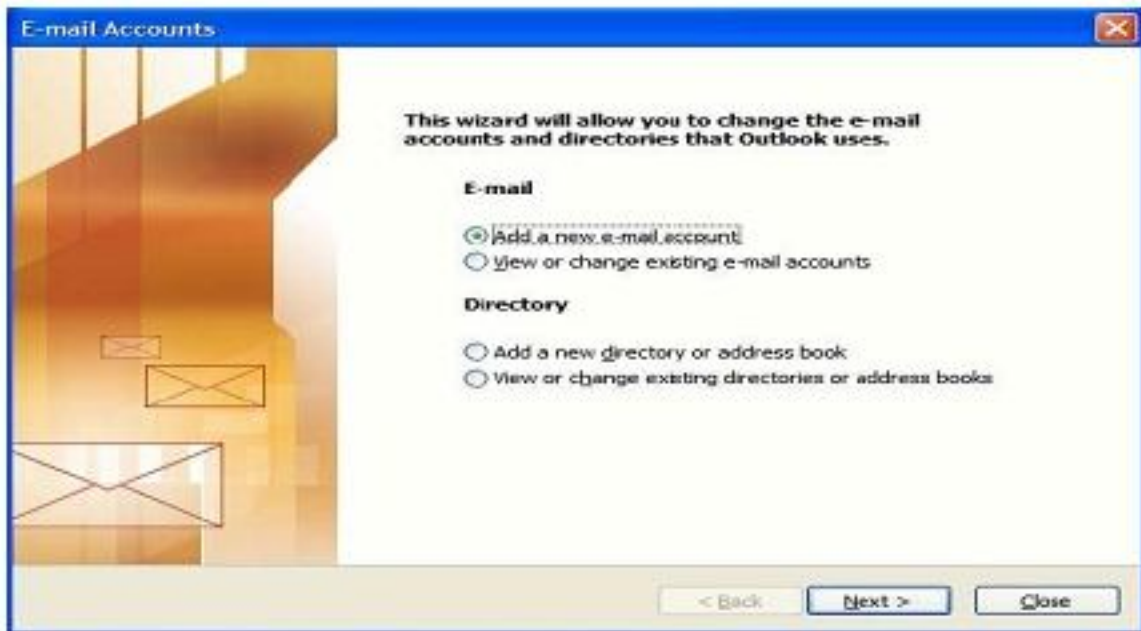
## Setting up Your MAHAGENCO's (mahagenco.in domain's ) POP Email Address in Microsoft Outlook

This tutorial shows you how to set up Microsoft Outlook 2003/2007 to work with your MAHAGENCO e-mail account. This tutorial details setting up Microsoft Outlook 2003/2007, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

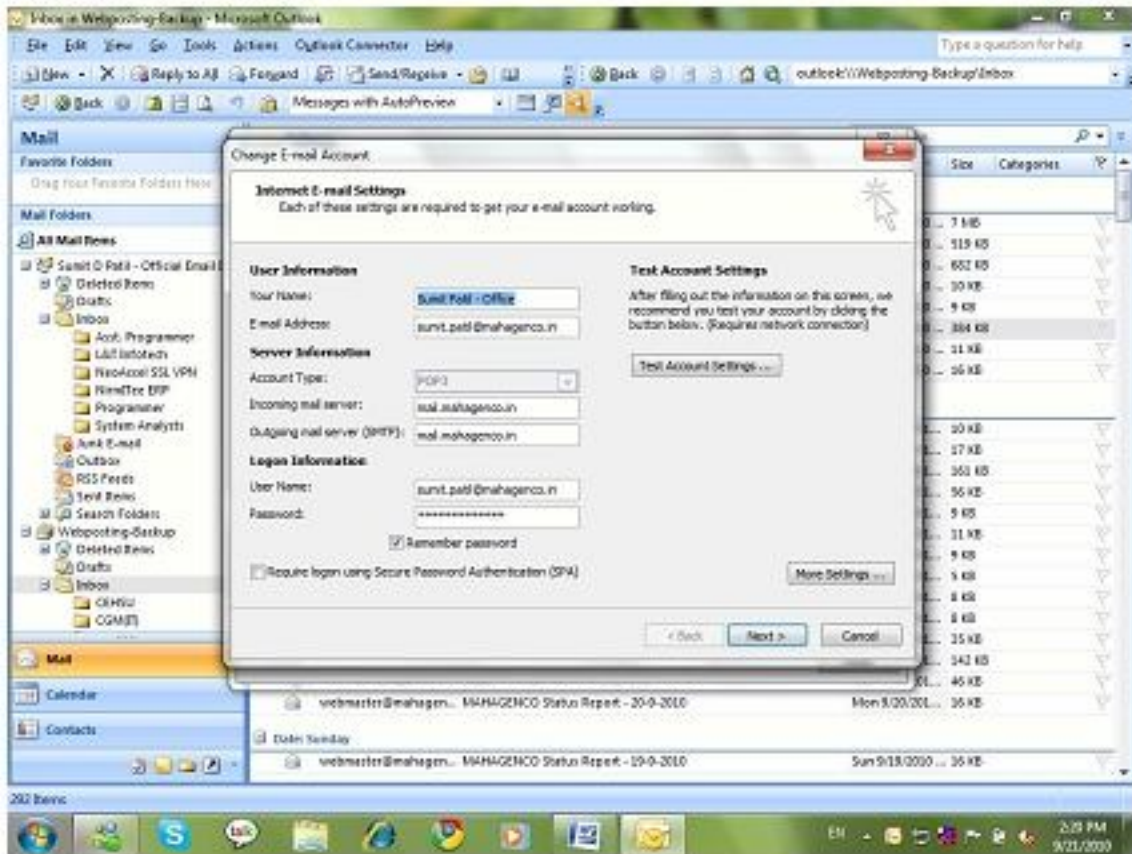
### To Set Up Your E-mail Account in Microsoft Outlook

- 1 In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.
- 2 On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.
- 3 For your server type, select **POP3**, and then click next.
- 4 On the Internet E-mail Settings (POP3) window, enter your information as follows:





<<Your Name>> your first and last name  
<<E-mail Address>> your email address  
<<User Name>> your email address, again  
<<Password>> Your email account password  
<<Incoming mail server (POP3)>> = mail.mahagenco.in  
<<Outgoing mail server (SMTP)>> = mail.mahagenco.in



Click **More Settings**.

1. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
2. Select **My outgoing server (SMTP) requires authentication**.
3. If you did not change the SMTP relay section, select **Use same settings as my incoming mail server**.
4. Go to the **Advanced** tab, and then click "**Leave a copy of messages on server**" if you want to keep emails on the web server too.
5. Click **OK**.
6. Click **Next**.
7. Click **Finish**.

**Note:** This configuration will fetch emails present only in your **INBOX** of webmail.

## Change E-mail Account

### Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

### Internet E-mail Settings

General    Outgoing Server    Connection    Advanced

- My outgoing server (SMTP) requires authentication
  - Use same settings as my incoming mail server
  - Log on using
    - User Name:
    - Password:
    - Remember password
    - Require Secure Password Authentication (SPA)
  - Log on to incoming mail server before sending mail

OK

Cancel

### Internet Settings

At the information on this screen, we  
you test your account by clicking the  
(Requires network connection)

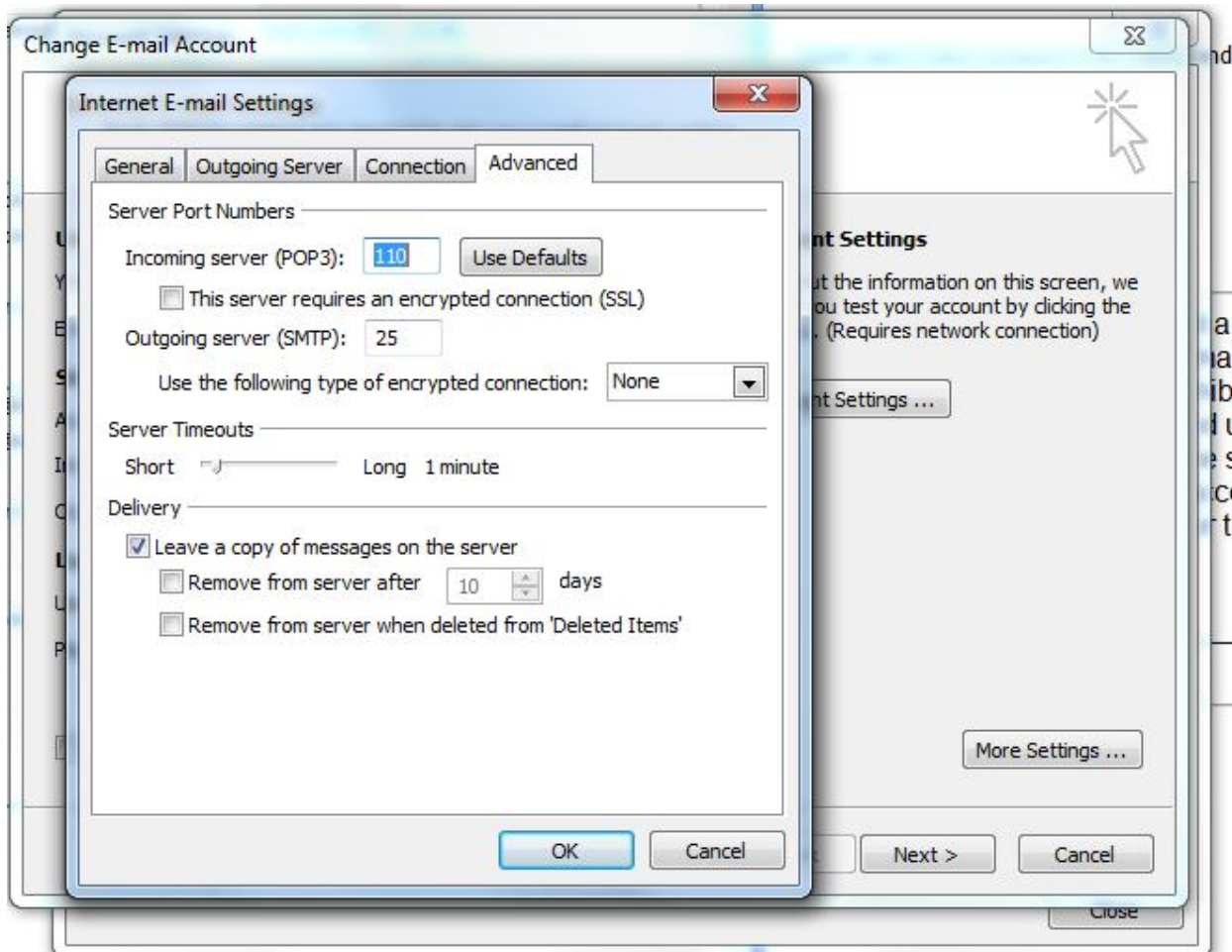
Internet Settings ...

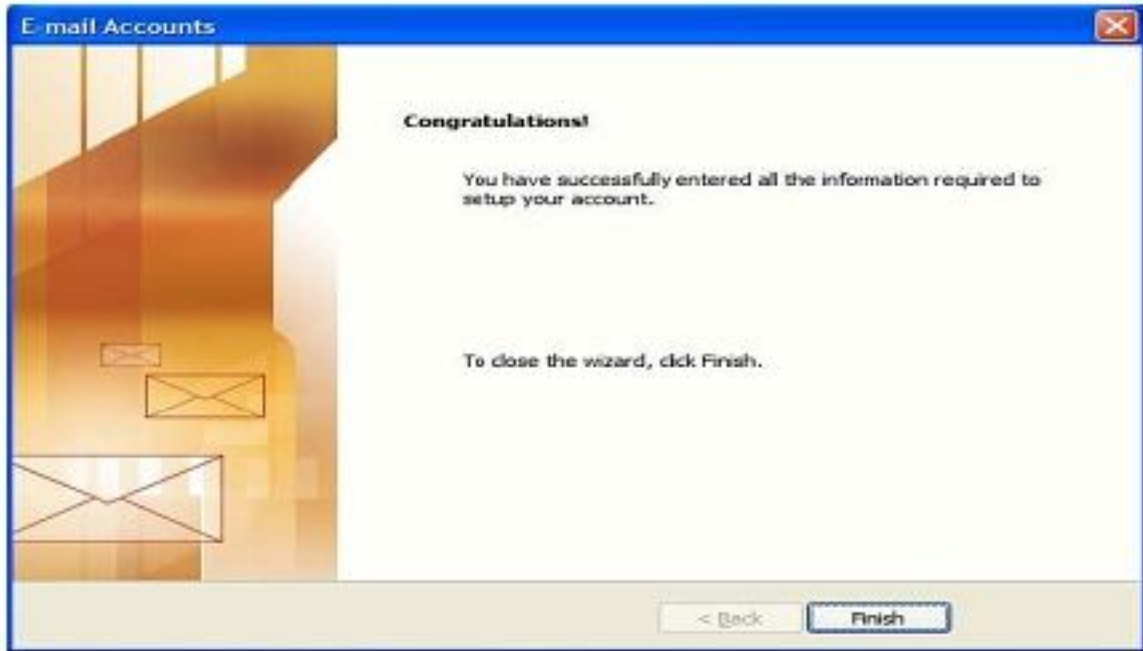
More Settings ...

Next >

Cancel

Close





Thank You.